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CENTRAL INTELLIGENCE AGENCY  
•  
DISASTER PLAN

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# CENTRAL INTELLIGENCE AGENCY

## DISASTER PLAN

(LOCAL EMERGENCY)

### 1 — GENERAL

#### A — Summary of Plan

A plan for the safeguarding of Central Intelligence Agency classified documents, installations and property, in the event of fire, natural disaster, civilian commotion, attempted penetration or other emergency. The plan provides for the support and cooperation of the Metropolitan Police and Fire Departments, the Military Police and the Public Buildings Administration. When warranted by the emergency, a cordon of Metropolitan and Military Police would be drawn about the affected area or building, and additional guards would be furnished by P.B.A. for protective purposes. Passage to and from the emergency area would be regulated at Control Points in the cordon lines. The position of the cordon lines, the deployment of the Metropolitan and Military Police personnel and the location of the Control Points, depending upon the area, building or group of buildings affected, are indicated in Exhibits "A" and "B". The C.I.A. Emergency Organization would exercise complete control of all emergency activities in accordance with the provisions of this plan.

This plan would not become operative if the White Plan is invoked or during other general emergencies in which the available Metropolitan or Military Police personnel would be dispersed over wider areas. In situations of that type C.I.A. would be provided with the maximum protection consistent with other Military Police, Metropolitan Police and P.B.A. commitments.

#### B — Distribution of Disaster Plan

Copies of the plan will be furnished to the contributing departments and agencies mentioned in Section IA above, C.I.A. chiefs of offices, ranking heads of subordinate organizational units located in the various buildings, members of the C.I.A. Emergency Organization, and to such other persons as may be determined by the C.I.A. Director of Emergency. An accurate list of all recipients of the plan should be maintained by each of the contributing departments and agencies so that additions and deletions of C.I.A. installations, or other changes, may readily be made on all outstanding copies of the plan. Changes in the plan, however, will not be made without the concurrence of the contributing departments and agencies.

#### C — Supplementary Instructions

In accordance with the particular duties to be performed, specific written procedural instructions, names and telephone numbers of C.I.A. personnel to be notified in case of emergency, telephone numbers of the Metropolitan and Military Police Control Stations, and such other pertinent information as may be necessary, will be issued separately to members of the C.I.A. Emer-

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gency Organization, P.B.A. officers and guards, C.I.A. Chief Telephone Operator, C.I.A. Night Duty Officers, and to such other persons as may be deemed necessary. Such instructions, as they are issued, will become numbered appendices to the plan. The appendices, however, will be distributed only to holders of the plan within C.I.A.

D — Briefing

The officers and members of the Metropolitan Police and Fire Departments, the Military Police and the Public Buildings Administration, directly concerned with the provisions of this plan will be fully instructed and briefed on a continuing basis by their appropriate superiors, with respect to the duties which they are to perform in case of an emergency involving C.I.A. installations.

2 — C.I.A. Emergency Organization

A — The C.I.A. Emergency Organization will consist of

- (1) Director of Emergency
- (2) Two Deputies
- (3) Staff of Emergency Officers

3 — Fire — During regular working hours

For Action — C.I.A. Personnel

A — Upon sounding of the building fire alarm all C.I.A. personnel will immediately lock up classified material in safes or other authorized safe-keeping equipment in the following priority order:

- (1) Top Secret
- (2) Secret
- (3) Confidential
- (4) Other

B — Proceed from building under the guidance of their supervisors.

C — Leave the area so as not to interfere with the activities of Fire, Police or Military personnel, or C.I.A. Emergency Officers.

D — If the fire is detected by a C.I.A. employee, he will activate the building fire alarm and notify the Chief Telephone Operator and the P.B.A. guard, indicating the location and extent of the emergency.

4 — For Action — Chiefs of Offices, C.I.A.

A — Chiefs of offices will designate employees to supervise evacuation proceedings, and will issue such instructions as may be appropriate to special local office conditions. The avoidance of congestion and confusion at stairways and exits should be considered in the adoption of evacuation procedures.

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5 — Emergency other than Fire — During or after regular working hours

For Action — P.B.A. Guard or employee detecting emergency

- A — Upon detection, such emergency will be reported by the P.B.A. guard or C.I.A. employee to the Chief Telephone Operator, with a brief summary of the nature, extent and location of the emergency.
- B — If the emergency is detected by a C.I.A. employee, he will notify the P.B.A. guard in addition to the Chief Telephone Operator.
- C — During regular working hours, C.I.A. personnel will be alerted to stand guard over classified documents in their custody and await instructions from the C.I.A. Director of Emergency through their superiors.

6 — Fire — During or after regular working hours

For Action — P.B.A. Guards

- A — In case of fire during or after regular working hours the P.B.A. guard will immediately
  - (1) Activate the building fire alarm.
  - (2) Activate the city fire alarm.
  - (3) Notify the P.B.A. authorities.
  - (4) Notify the Chief Telephone Operator (C.I.A.), indicating the location and extent of the fire.
  - (5) Take fire fighting action pending arrival of fire apparatus.

7 — All Emergencies — During or after regular working hours

A — For Action — Chief Telephone Operator, C.I.A.

Upon notification of emergency, the Chief Telephone Operator will immediately

- (1) Notify the C.I.A. Director of Emergency, a Deputy, or the first available Emergency Officer, indicating the nature, extent and location of the emergency.
- (2) Notify the C.I.A. Night Duty Officer, if the emergency occurs during nonworking hours.
- (3) Perform such other emergency duties as may be ordered by the C.I.A. Director of Emergency.

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**B — For Action — C.I.A. Director of Emergency**

Upon receipt of notification of emergency, the C.I.A. Director of Emergency will quickly determine the extent and nature of the emergency, and if necessary, will

- (1) Summon the Metropolitan Police to form a cordon around the affected building or area.
- (2) Summon the Military Police to augment the Metropolitan Police in forming the cordon as provided for in Exhibit "A".
- (3) Activate the C.I.A. Emergency Organization.
- (4) In summoning Metropolitan or Military Police assistance, the Director of Emergency will identify the type of emergency plan to be activated, or the outlying installation to be protected, as indicated in Section #8.

**C — For Action — C.I.A. Emergency Organization**

- (1) The members of the C.I.A. Emergency Organization, upon notification, will proceed at once to the control points or other predetermined stations.
- (2) The Emergency Officers at the control points will determine which persons may enter or leave the cordon lines.
- (3) The Emergency Officers assigned to the affected installations will supervise the salvage and safeguarding of classified records, under the general direction of the C.I.A. Director of Emergency.
- (4) Perform such other emergency duties as may be ordered by the Director of Emergency.

**D — For Action — C.I.A. Night Duty Officer**

- (1) Upon being notified of an emergency by the Chief Telephone Operator, the Night Duty Officer will proceed to the scene of the emergency, and take charge of the emergency activities, pending arrival of the Director of Emergency or his Deputy.
- (2) If the emergency is detected by the Night Duty Officer, or if he receives notification thereof from sources other than the Chief Telephone Operator, he will convey the facts at once to the Telephone Operator, for transmittal to the Director of Emergency.

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- (3) The Night Duty Officer will determine that the P.B.A. guard has properly been notified of the emergency.
- (4) Perform such other emergency duties as may be ordered by the Director of Emergency.

## 8 — Emergency Plans

A — The C.I.A. Disaster Plan provides, among other things, for immediate Metropolitan and Military Police aid in drawing a cordon around the affected area or building. The degree of such assistance is determined by the gravity of the emergency and the areas or buildings involved. In order to conserve manpower and to localize the emergency activities when possible, the Exhibit "A" area is divided into three different cordon groupings or plans, only one of which would be applied in case of emergency. Emergencies involving outlying installations appearing on Exhibit "B" will be identified by building and address instead of by plan designation. In addition, a Military Police escort would be provided for trucks conveying classified material to safe places or loading point. Metropolitan motorcycle officers available at the time of the emergency may be used to escort the trucks to points within the District of Columbia.

B — The Emergency Plan to be applied to a given emergency will be identified as follows: (See Exhibit "A" for details of Plans "A", "B" and "C", and Exhibit "B" for outlying installations.)

### (1) Emergency Plan "A"

North Building	}	53 Metropolitan Police 46 Military Police
Central Building		
South Building		
Administration Building		
Que Building		
"M" Building		

### (2) Emergency Plan "B"

North Building	}	28 Metropolitan Police 24 Military Police
Central Building		
South Building		
Administration Building		

### (3) Emergency Plan "C"

Que Building	}	26 Metropolitan Police 22 Military Police
"M" Building		

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- \* (4) Outlying buildings  
appearing on  
Exhibit "B" } 3 to 20 Metropolitan Police

\* The exact number of men required for each of the installations appearing on Exhibit "B", are indicated thereon, opposite the individual buildings.

C — In summoning police assistance the authorized C.I.A. Emergency Officer will call

- (1) Officer in Charge, Communications and Records — Metropolitan Police Department.
- (2) Duty Officer, Headquarters, Military District of Washington — Military Police.

D — The full complement of Metropolitan and Military Police Forces as called for in the emergency plans specified above, will be made available to C.I.A., if necessary, for a period of 24 hours, after which only normal police protection will be provided.

E — In an emergency, additional P.B.A. Guard Forces, to supplement those normally assigned to the affected C.I.A. installation or installations, will automatically be made available by virtue of procedures already established within P.B.A. Such forces may be used for additional protective purposes or to release an equivalent number of Metropolitan Police officers who, pursuant to the provisions of this plan, may be stationed within certain C.I.A. buildings appearing on Exhibit "B".

#### 9 — Cordon

The cordon will form automatically around the particular area specified by the C.I.A. Director of Emergency, which he will identify as Plan "A", "B" or "C" when activating Metropolitan and Military Police aid. The cordon line and the positions of the men for each of the three plans are indicated in Exhibit "A". Individual installations not included in Exhibit "A" will be identified by building and address. The list of these buildings appears on Exhibit "B". The cordon when applied to one of these installations, depending on the building involved, will consist of 3 to 20 Metropolitan Police, no Military Police being required.

#### 10 — Control Points

A — Traffic to and from the cordon area will be confined to control points. Persons desiring to pass through the cordon will be referred to the nearest control point. Two C.I.A. Emergency Officers will be stationed at each control point. The police officers at those locations will permit no persons, other than personnel of the Metropolitan Fire and Police Departments,

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Military Police and properly identified Public Buildings Administration officials, to pass through the control points, without the specific verbal authorization of the C.I.A. Emergency Officers. Until the control points are manned by C.I.A. Emergency Officers, the police will impose no restrictions on persons leaving the area, unless such persons are suspected of being involved in unlawful activities.

B — The Control Points for each of the three plans appearing in Exhibit "A" are as follows:

Emergency Plan "A" — Control Points #1, 2, 3

Emergency Plan "B" — Control Points #1, 2

Emergency Plan "C" — Control Points #2, 3

Installations on Exhibit "B" — 1 Control Point (as designated on Exhibit "B")

#### 11 — Jurisdiction

A — The C.I.A. Director of Emergency and the members of his staff shall be in complete charge of the emergency, salvage and police activities, in accordance with the provisions of this plan, with the exception of those related to fire fighting. However, the Fire Department personnel will cooperate with the C.I.A. Emergency Officers in the preservation and salvage of classified records, including the removal of safes and other equipment when necessary and feasible. The C.I.A. control of the emergency activities is not intended to supercede any authority normally exercised by the contributing departments and agencies over their police or guard forces.

B — In an emergency, the Ranking Officer of the appropriate Police Precinct, who will be in command of all Metropolitan Police at the scene of the emergency, and the Commanding Officers of the Military Police and the P.B.A. Guard Forces, will maintain liaison with each other, and will consult the C.I.A. Director of Emergency or a Deputy for special instructions.

C — The authority to arrest civilians outside of C.I.A. buildings will be confined to the Metropolitan Police. Arrests of civilians within the buildings will be made by the P.B.A. guards. Incidents of that type encountered by the Military Police will be referred to the Metropolitan Police or P.B.A. guards depending upon whether such incidents occur within or outside of a C.I.A. building.

#### 12 — Communications

A — A Metropolitan Police scout car equipped with two-way radio communication facilities will be stationed at or near one of the Control Points.

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B — In addition, a Military Police jeep with two-way radio talking equipment, will be stationed at each Control Point.

13 — Equipment

The Military Police will make available four 1½ ton trucks and one 4 ton wrecker equipped with crane and winch, together with the drivers. The laborers required for possible loading and removal of safes and other equipment, will be furnished by C.I.A.

14 — Credentials

C.I.A. Emergency Officers will be identified by means of special emergency credentials. P.B.A. officials will display their regular agency credentials. Sample copies of the C.I.A. and P.B.A. credentials will be furnished to the Metropolitan and Military Police authorities.

15 — Authority to Activate Emergency Plan

Normally, the C.I.A. Director of Emergency or a Deputy will activate the Emergency Plan with respect to the Metropolitan and Military Police Forces. However, this authority will include the Director, Deputy Director and Executive Director of C.I.A.

16 — Disbanding Cordon

The C.I.A. Director of Emergency may disband the cordon, through the Commanding Metropolitan and Military Police officers, at any time within the 24-hour period, if in the judgment of the Director, the Emergency has terminated and all classified material has been accounted for and placed under his jurisdiction.

17 — Security

It is understood and agreed that the provisions contained herein will not be conveyed to unauthorized persons by the participants in the plan.

February 1, 1948

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## CENTRAL INTELLIGENCE AGENCY

### DISASTER PLAN

#### APPENDIX #1

### EMPLOYEES

### EMERGENCY ACTION

#### A — In case of Fire — Upon sounding of alarm

- 1 — Lock up your classified material immediately, giving priority to the higher classifications.
- 2 — Evacuate Building under guidance of your appropriate superiors.
- 3 — Leave Area of C.I.A.

#### B — If you detect Fire

- 1 — Activate building fire alarm
- 2 — Notify C.I.A. Chief Telephone Operator
- 3 — Notify P.B.A. Guard
- 4 — Proceed as in 1-2-3 of Section "A" above

#### C — Emergency other than Fire

- 1 — Stand Guard over your classified material and await orders from your superiors.
- 2 — If you detect the emergency, notify C.I.A. Chief Telephone Operator, P.B.A. Guard and your superior.

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CENTRAL INTELLIGENCE AGENCY

DISASTER PLAN

APPENDIX #2


C.I.A. DIRECTOR OF EMERGENCY

EMERGENCY ACTION

A — Receive report of Emergency

- 1 — Location, nature and extent of emergency.

B — Summon C.I.A. Emergency Organization

- 1 — Through Chief Telephone Operator —  25X1A
- 2 — Indicate to her the number and identity of Emergency Officers to be called by designating Plan "A", "B" or "C", or outlying building.

C — Summon Metropolitan Police

- 1 — Executive 2060  
Officer in Charge,  
Communications and Records
- 2 — Designate Plan "A", "B", "C" or outlying building on Exhibit "B".
- 3 — Indicate Fire or other Emergency.

D — Summon Military Police

- 1 — Republic 6700, Extension 4168  
Duty Officer, Headquarters,  
Military District of Washington
- 2 — Designate Plan "A", "B", "C" or outlying building.
- 3 — Indicate Fire or other Emergency.

E — Notify C.I.A. Director and other officials if deemed necessary

F — Take command of Emergency Activities

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## CENTRAL INTELLIGENCE AGENCY

### DISASTER PLAN

#### APPENDIX #3

### P.B.A. GUARD

### EMERGENCY ACTION

#### A — Fire — Day or Night

- 1 — Ring building fire alarm.
- 2 — Ring city fire alarm box.
- 3 — Notify the P.B.A. authorities.
- 4 — Notify C.I.A. Chief Telephone Operator by dialing "Operator" on the C.I.A. telephone, and give her the location and extent of the fire.
- 5 — Take fire fighting action pending arrival of fire apparatus.
- 6 — Keep all persons out of building except C.I.A. Emergency Officers, P.B.A. officials, police officers, firemen and troops.

#### B — Emergency other than Fire — Day or Night

- 1 — Notify C.I.A. Chief Telephone Operator and give location, nature and extent of the emergency.
- 2 — Notify P.B.A. authorities.
- 3 — Take preliminary protective action.
- 4 — Keep all persons out of building except C.I.A. Emergency Officers, P.B.A. officials, police officers and troops.

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CENTRAL INTELLIGENCE AGENCY

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APPENDIX #4

CHIEF TELEPHONE OPERATOR, C.I.A.

EMERGENCY ACTION

A — Any Emergency — Day or Night

- 1 — Receive notification and report of emergency from P.B.A. guard or employee, including location, nature and extent of emergency.
- 2 — Notify C.I.A. Director of Emergency, a Deputy or the first available Emergency Officer, indicating location, nature and extent of emergency.
- 3 — Notify C.I.A. Night Duty Officer if emergency occurs during non-working hours.
- 4 — Summon Emergency Organization if so ordered by C.I.A. Director of Emergency or Deputy according to the plan designated by him.
- 5 — Inform the Emergency Officers of the location of the emergency by indicating Plan "A", "B", "C" or identity of outlying building.
- 6 — Perform such other emergency duties as may be ordered by the Director of Emergency or Deputy.

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## CENTRAL INTELLIGENCE AGENCY

### DISASTER PLAN

#### APPENDIX #5

### EMERGENCY OFFICERS

### EMERGENCY ACTION

#### A — Any Emergency — Day or Night

- 1 — Receive notification of Emergency including the particular plan activated such as Plan "A", "B", "C" or the outlying building involved.
- 2 — Proceed at once to your designated post at the cordon control points or the building and perform your previously assigned emergency duties.
- 3 — Cordon control points. Emergency Officers stationed at the control points will determine which persons may enter or leave the cordon lines.
- 4 — Affected installations. Emergency Officers assigned to the affected installations will supervise the preservation, salvage and safeguarding of classified records and property.
- 5 — Perform such other Emergency duties as may be ordered by the Director of Emergency.

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CENTRAL INTELLIGENCE AGENCY

DISASTER PLAN

APPENDIX #6

NIGHT DUTY OFFICER, C.I.A.

EMERGENCY ACTION

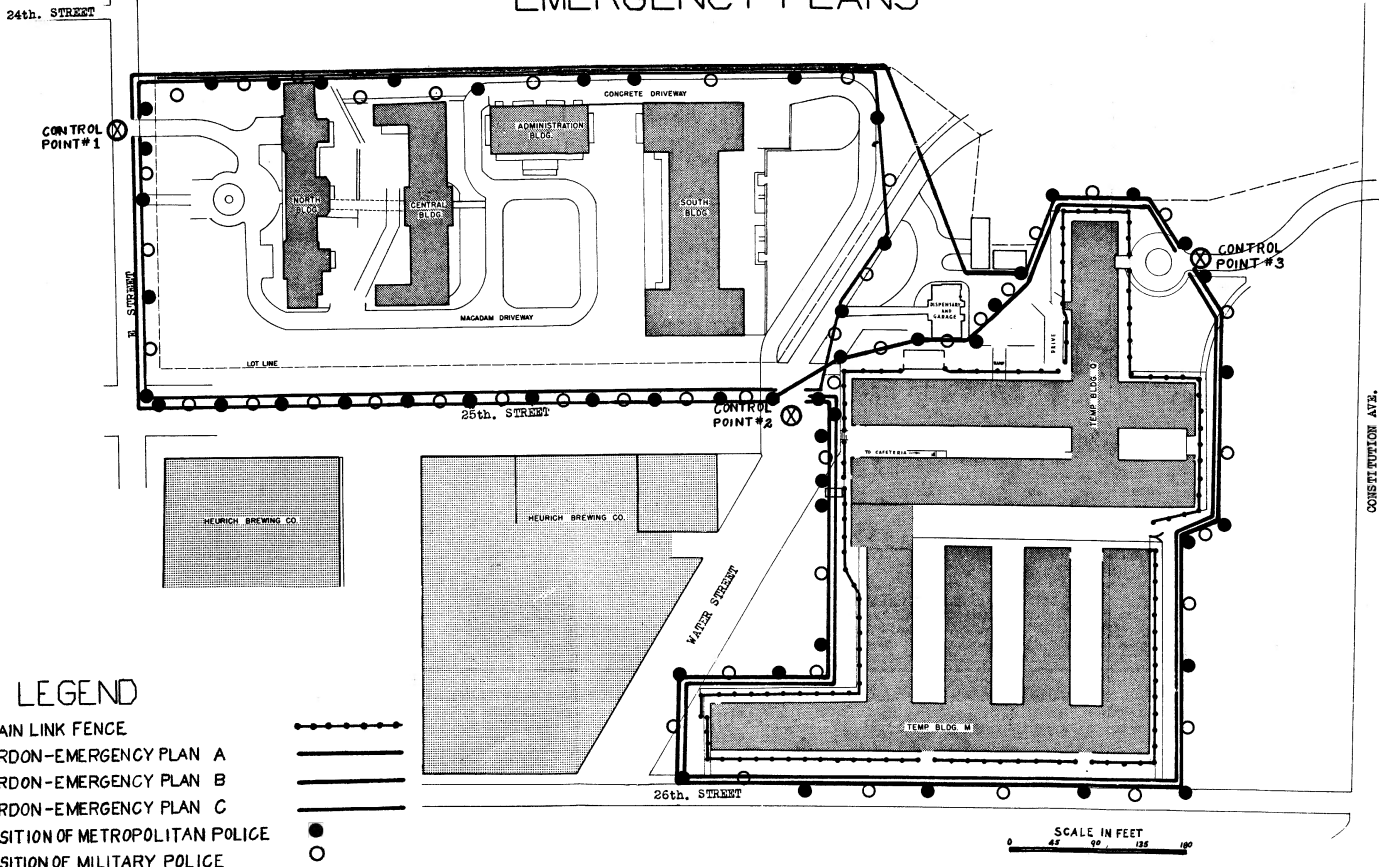
A — Any Emergency — During nonworking hours

- 1 — Receive notification of Emergency from C.I.A. Chief Telephone Operator, including location, nature and extent of emergency.
- 2 — Notify C.I.A. Chief Telephone Operator of emergency, including location, nature and extent of emergency, if you detect the emergency or receive notification thereof from sources other than the Chief Telephone Operator.
- 3 — Determine that P.B.A. Guard has properly been notified of the emergency.
- 4 — Assist Chief Telephone Operator in summoning C.I.A. Emergency Officers if such assistance is required.
- 5 — Proceed to the scene of the Emergency and take charge of the emergency activities pending arrival of the Director of Emergency or Deputy.
- 6 — Perform such other Emergency Duties as may be ordered by the Director of Emergency.

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EXHIBIT A

CENTRAL INTELLIGENCE AGENCY  
EMERGENCY PLANS










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EXHIBIT "B"

# CENTRAL INTELLIGENCE AGENCY EMERGENCY PLAN

<u>BUILDING</u>	<u>METROPOLITAN POLICE REQUIRED</u>	<u>CONTROL POINT</u>	<u>DEPLOYMENT OF POLICE</u>
25X1A6A 1- 	6	Entrance to corridor on 7th Floor — east end of building.	2 Men at Control Point (Entrance to 7100 Corridor) 1 Man at door — rear of corridor 3 Men spaced between front and rear ends of corridor
2 — 2210 "E" St., N.W. 25X1A 	12	Main entrance on "E" St.	3 Men on North side of building including 2 Men at Control Point 9 Men spaced around the other three sides of the building (3 Men on each side)
	12	Main entrance on 22nd St.	3 Men on West side of building including 2 Men at Control Point 9 Men spaced around the other three sides of the building (3 Men on each side)
25X1A6A 4- 	20	Door leading into auditorium at West end of building near "E" St.	5 Men in corridor where door leads into Auditorium including 2 Men at Control Point 15 Men spaced around the other three sides of the building (5 Men on each side)
25X1A6A 5- 	5	Entrance to wing on 2nd Floor — North end of building.	2 Men at Control Point (Entrance to 2100 Wing) 1 Man at door — rear of wing 2 Men spaced between front and rear ends of wing
25X1A6A 6- 	3	Entrance to Room 612, 6th Floor.	1 Man at Control Point (Entrance to Room 612) 2 Men within Rooms 612 and 614
25X1A6A 7- 	8	Elevator entrance on 6th Floor — East end of building.	2 Men at Control Point (Elevators and door to stairwell on East side of 6th Floor) 1 Man at door leading into North stairwell on 6th Floor 2 Men on 5th Floor (One at North stairwell door One at East stairwell door) 2 Men on 4th Floor (One at North stairwell door One at East stairwell door) 1 Man for roving assignments on all three floors

As and if additional guards are made available by P.B.A., they may be used for extra protective purposes or to release an equivalent number of Metropolitan Police stationed within Buildings 1-4-5-6-7 above.

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